

TAB

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18 March 1964

MEMORANDUM FOR: Director of Finance

SUBJECT : Proposed Certification and Liaison Division

1. Attached for your information and review are proposed organization charts, description of functional responsibilities, and flow charts in narrative form covering the receipt, processing, and forwarding of most financial documents which will be handled by the proposed Certification and Liaison Division.

2. Due to the urgency in submitting this information to you, it is believed that further discussion and review of the material attached will definitely be required. The undersigned will be glad to discuss this with you at your convenience.

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[REDACTED]
Acting Chief, Fiscal Division

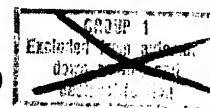
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[REDACTED]
Chief, Operations and Liaison
Confidential Funds Division

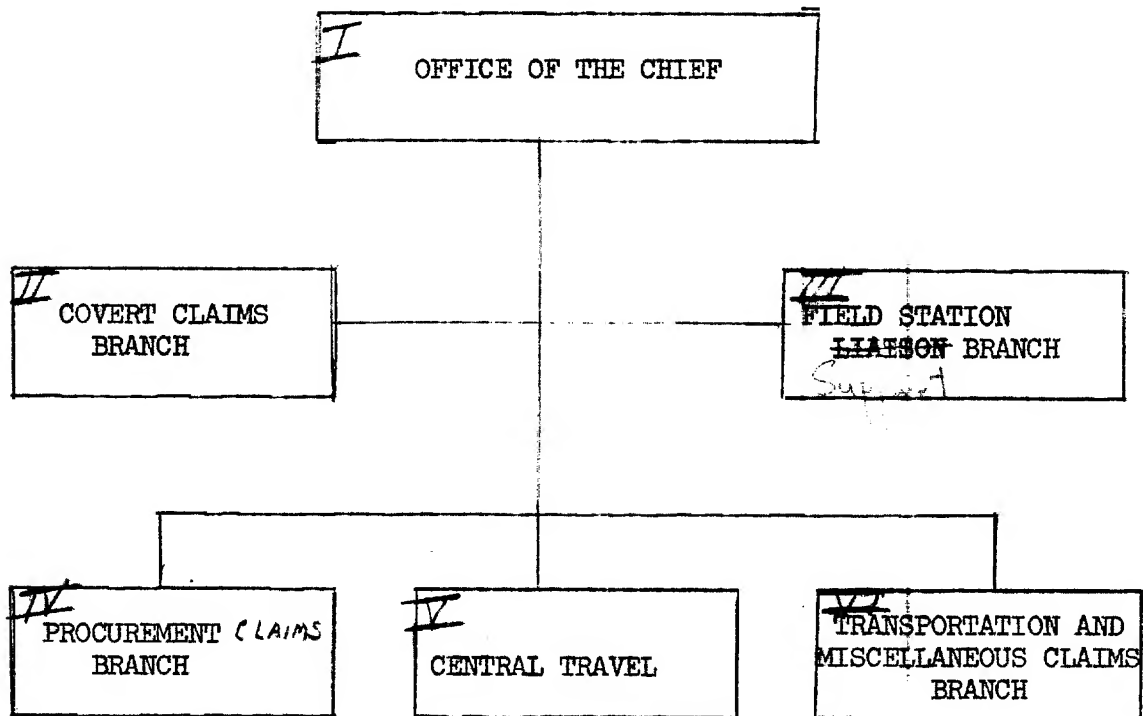
Attachments:

- Organization charts - 2
- Description of functional responsibilities - 2
- Flow charts - 2

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CERTIFICATION AND LIAISON DIVISION



CERTIFICATION AND LIAISON DIVISION

1. Liaison with other Agency components to render assistance in planning and execution of financial aspects of their operations.
2. Direction and supervision of Branches.
3. For the Director of Finance, reviews and approves Administrative plans and fiscal annexes for subsidy projects and projects other than proprietary, operational investments, and Agency controlled activities in subsidy projects. Recommends changes in existing and proposed administrative plans and fiscal annexes as desired.
4. Acts as the control point in the Office of Finance insuring settlement of accounts of employees, agents, and military details separating from the Agency. Through direct liaison with OGC, OS, MMPD, and other Agency components, obtains and disseminates data necessary for collection of amounts due the Agency from terminated employees.
5. Maintains follow-up on delinquent accounts and handles special problem cases to a conclusion.
6. Reviews field station financial activities and assigns TDY assistance to field stations as required.

COVERT CLAIMS

25X1A 1. Examines and audits claims from agents (including TDY and PCS travel), projects, [REDACTED] cover companies, and operational and escort accountings applicable to headquarters area personnel.

2. Certifies allowable claims and prepares accounting entries to record certified transactions.

3. From regulatory and procedural standpoint, reviews contracts with agents and cover companies to detect and correct inconsistencies between basic authorities and operations.

25X1A 4. Performs periodic analysis of all accounts controlling agents, projects, [REDACTED] and cover companies, and follows up through appropriate channels on delinquent accounts.

5. Briefs agents on financial responsibilities, liabilities, and entitlements after review of appropriate contractual agreements.

6. Reviews proposed use of requested imprest funds and periodically reviews the current use of existing imprest funds and recommends establishment or continued use. Audits and certifies allowable expenses. Prepares accounting entries to record imprest fund transactions. Periodically inspects fund records and procedures.

7. Reviews Audit Staff reports and initiates action to insure all accounting technical and procedural weaknesses or deficiencies stated in such reports are eliminated through personal visits, correspondence, or changes in regulations or procedures.

FIELD STATION LIAISON AND CERTIFICATION BRANCH

1. Certifies field station accountings.
2. Performs liaison with field stations, [REDACTED] 25X1A
through periodic visits to assure finance activities are carried out effectively, promptly, and economically.
3. Assists and advises field stations on all finance matters as appropriate.
4. Prepares written recommendations for regulatory and procedural changes to improve field finance activities.
5. Examines and audits financial accounts from field stations, certifies allowable claimed expenses.
6. Develops and operates system to detect potential finance problems in field stations.
7. Prepares accounting entries to record certified field station accounts.
8. Represents the Director of Finance during periodic visits to field stations, explains finance policy and renders guidance to finance officers at field stations and headquarters components.
9. Reviews Audit Staff reports and initiates action to insure all accounting technical and procedural weaknesses or deficiencies stated in such reports are eliminated through personal visits, correspondence, or changes in regulations or procedures.
10. Performs assignments affecting specific projects, other Agency components, or activities; as an example, conducts a survey of all cover company agreements to determine patterns of weaknesses or areas needing strengthening.

PROCUREMENT CLAIMS BRANCH

1. Examines and audits vendor's invoices for property procured through issuance of purchase orders.
2. Examines and audits invoices for delivery of goods or services under contract based upon full or partial delivery or performance under contract.
3. Maintains memorandum records by contract of amounts paid to contractors.
4. Initiates action to withhold sums due to or recovered from contractors based upon site audit reports.
5. Prepares accounting entries to record such transactions and schedules claims for payment by U. S. Treasury or covert check as appropriate.
6. Certifies payments to vendors and other Government agencies for property and supplies received based on evidence of delivery or satisfactory performance of services rendered under contracts.

TRAVEL BRANCH

1. Obtains travel data from all TDY and PCS staff travelers, primarily through interviews.
2. Prepares and types travel vouchers for domestic and foreign travel including invitee travel.
3. Examines and audits travel vouchers.
4. Prepares accounting entries to record travel expenses, establish accounts payable, and to liquidate travel advances.
5. Prepares correspondence to GAO and/or OGC relative to legality of questionable travel claims.
6. Certification of all employee travel claims.

TRANSPORTATION AND MISCELLANEOUS CLAIMS BRANCH

1. Examines and audits claims covering transportation of persons and shipment and storage of household effects, vehicles, property, and equipment and supplies resulting from (1) issuance of U. S. Government transportation requests, (2) tickets purchased on short-term credit, (3) issuance of U. S. Government and commercial bills of lading, (4) contractual claims such as space rentals, machine rentals, guard service, telephone, telegraph and cable charges, gasoline purchases, etc. (5) payment of individual shipments made by other Government agencies and commercial vendors.
2. Prepares audit exceptions and/or correspondence as appropriate on above claims.
3. Prepares accounting entries to record payment and liquidation of liabilities of audited claims.
4. Certifies claims for payment as appropriate.
5. Prepares schedules on shipment of HHE made by other agencies used as a basis for reimbursement on a factor basis.
6. Audits, codes for accounting entries, and certifies accountings and claims received for language lessons, hospitalization, loss of personal effects, and other miscellaneous employee ~~and agent~~ claims.
7. Prepares transfer accounting documents covering sums to be accounted for at field stations.

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